

Job Opportunity

Library Programs Administrator

One (1) Position Available

Posting Date: June 1, 2017

THIS MAY BE THE JOB FOR YOU!

The California State Library is a small and dynamic state agency that is looking for employees who are interested in challenging but rewarding job opportunities. Our Library Development Services (LDS) Bureau, LDS Programs is seeking an enthusiastic and motivated individual for a Library Programs Administrator position. Under the general direction of the Library Development Services Bureau Chief, performs assistant bureau management functions. Monitors and reports on Library Services and Technology Act (LSTA) and state funded grants.

DESIRABLE QUALIFICATIONS

- Must possess excellent communication skills
- Good research skills
- Use good judgment in decision-making
- Exercise creativity and flexibility
- Manage time and library resources effectively
- Responsive to the needs of the State Library Development Services Bureau and the State Library's Executive Team.

Application Process

Establish Eligibility:

Current state employees with a status as Library Programs Administrator or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification are eligible to apply.

If you are not currently on the Library Programs Administrator exam list, you may take the exam here: [Library Programs Administrator Exam](#)

Apply for the Position:

Complete a standard state examination/employment application form [State Employment Forms](#) with original signature and clearly indicate the basis of eligibility (list, transfer, or reinstatement, [do not notate LEAP eligibility]) in the "Explanations" section of the STD 678, and

- Attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application
- Mail or deliver your completed application to the California State Library (CSL):

Mail: Human Resources Services Office, PO Box 942837, Sacramento, CA 942837

or

In Person: HRSD Drop Box CSL Annex, 900 N Street, 1st Floor Drop Box

or

Electronic application (through your CalCareer Account) <https://jobs.ca.gov/>

Additional Information:

SRDA/Surplus candidates are encouraged to apply. Appointment is subject to SRDA/State surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants must meet the minimum qualifications of the classification. All methods of appointments, including Training & Development (T&D) Assignments will be considered and a 120 day candidate pool will be established for subsequent vacancies. [Library Programs Administrator Minimum Qualifications](#)

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment and once per year. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

EQUAL OPPORTUNITY EMPLOYER

The State of California and the California State Library is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions) and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE

LDS

LDS Programs



PC # 2290



PERMANENT/FULL-TIME



\$6,850- \$8,578/MONTH



FINAL FILE DATE:
JUNE 15, 2017

Located across the street from the State Capitol, the Library and Courts Building II houses the Braille and Talking Book Library, California History Section and Special Collections, Preservation Office, Information Technology Bureau, California Research Bureau, Technical Services Branch, Administrative Services Bureau and the Library Development Services Bureau.

The State Library serves the people of California in several ways:

- It is the central reference and research library for state government and the Legislature.
- It provides non-partisan research to the Legislature and the Governor.
- It collects, preserves, generates and disseminates information ranging from California's priceless historical items to today's online texts.
- It advises, consults with, and provides technical assistance to California's public libraries, and it directs state and federal funds to support local public libraries and statewide library programs, and services.

The Library Development Services Bureau provides advisory and technical consulting about all aspects of library service to help local libraries extend and improve services. The bureau administers state and federal library grant programs and works to enhance resource-sharing efforts among libraries of all types.

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